

workbook

u.s army europe civilian personnel directorate



NATIONAL SECURITY PERSONNEL SYSTEM

*A New Way of
Administering DoD
Personnel*

**Mission First.
People-centric.
Broad Collaboration.**

Plans for the new National Security Personnel System (NSPS), a project to make Department of Defense (DOD) personnel procedures more flexible and streamlined, are moving forward. In recent weeks, representatives from various agencies within DOD have reviewed plans for the project and evaluated the timeline for implementation.

Secretary of the Navy Gordon R. England and Mr. David S.C. Chu, Undersecretary of

DoD Continues to Develop the National Security Personnel System

by Jeannie Davis, Director, Civilian Personnel Directorate

In this issue you will see an article regarding the National Security Personnel System, or NSPS. This system, currently under development, is expected to result in the most sweeping changes in the civilian human resource management system since its inception. For many years, employees and supervisors alike have bemoaned the current system, which is not very flex-

ible and in some ways holds employees and managers back. How many civilians have complained about the requirement for a year time in grade before being promoted from one GS grade to another, feeling that faster promotions should be possible? How many times have managers felt they did not have the flexibility to truly reward outstanding performers or recognize changes in duties without going through a bureaucratic system of changing the position

description and the job classification? This system is expected to solve many of these problems and concerns. You will be seeing much more on NSPS in

the coming months as Department of Defense, in coordination with all the services, works on the provisions of the system. DOD is working on a communications plan to be sure that all employees, supervisors, managers, and leaders know the progress that is being

made and have opportunities to provide feedback and thoughts. We will be sure to use the "Workbook" to pass on as much information as we can, and from time to time will publish "Workbooks" that are devoted to coverage of this important program. This is truly a time of change -- and we are committed to sharing as much information as possible about the system development. Stay tuned!

**"This is truly a
time of CHANGE
and we're
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SHARING as
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INFORMATION
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NEW SPONSORSHIP INFORMATION, GUIDE TO LIVING & WORKING OVER- SEAS, AND INPROCESSING GUIDE



The new "Welcome to Europe" guide, aimed at civilian employees moving to Europe from CONUS, is now available on the civilian personnel website, www.chrma.hqusareur.army.mil, under "Management Tools," then "Sponsorship." The guide is in PDF format and is a comprehensive reference tool that addresses a range of issues related to moving, living, and working overseas. In this season of PCS's, managers should send this great guide, or the website link for it, to all incoming employees

new employees. We believe this new website tool will simplify the process by providing immediate access to useful information and necessary forms," said Ms. Lessard.

Included in the new inprocessing information is an Employment Eligibility Verification page, which identifies those forms and documents needed for verification of an individual's eligibility for the employment source under which they were selected. As part of the inprocessing process, a civilian personnel representative will advise new employees on their employment eligibility and required inprocessing forms.

Replacing the former "Download Your Inprocessing Forms Here!" webpage is the new "Inprocessing Information" section. This section still lists all the necessary inprocessing forms, but the new design provides access to forms

FIND ADVICE & INFORMATION AT "LIVING AND WORKING OVERSEAS" AND IN THE ONLINE "INPROCESSING GUIDE" ON THE CIVILIAN PERSONNEL WEBSITE.

The "Living/Working Overseas" section of the civilian personnel website, www.chrma.hqusareur.army.mil, has been redesigned to provide quicker access to information. Two key features of the redesigned page are the "Employee Handbook for Living and Working Overseas" and "Inprocessing Information."

The handbook features detailed information and resources on living and working in an overseas environment. The section, "After selection," highlights the requirements an employee needs to know before accepting a final job offer for a position with the U.S. Army, Europe. "Moving to a New Location" provides information on the physical move, including guidelines for shipping goods and transportation. The section, "Living Overseas," details basic everyday issues, such as driver's licenses, travel, television, and banking. The "Employee Employment Guides" give information on a wide range of personnel-related subjects, including a special guide that covers what employees moving from CONUS need to know.

The new handbook serves as a comprehensive resource for all employees. Lisa Lessard, Civilian Human Resources Agency Director, Europe, encourages all managers and supervisors to inform their new employees of the handbook. It is also a valuable tool for sponsors. "We are committed to helping ease the transition of



NSPS continued from page 1...



Defense for Personnel and Readiness, recently sent a letter to all DOD civilian employees asking them to be patient as teams work to make NSPS a reality. The letter stresses that DOD sees the new personnel system as a collaborative effort. "The task before us is to

design a transformed system for the department's 700,000 civilian employees that supports our national security mission while treating workers fairly and protecting their rights. We want to ensure that all stakeholders in the new system - including civilian employees (and) managers...have an opportunity to provide their thoughts views and concerns," the letter stated.

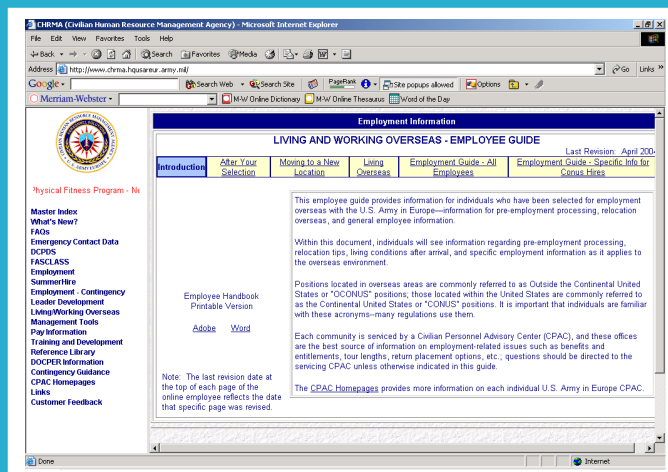
The consensus for the journey ahead, said England, includes full partnership with the Office of Personnel Management.

DOD senior leadership invites all DOD civilian employees to review the England/Chu letter at http://www.cpms.osd.mil/nsps/pdf/OpenLetter_040104.pdf. The letter emphasizes the department's commitment to a shared process for creating a personnel system and encourages civilian employees to visit www.cpms.osd.mil/nsps for the latest information on NSPS progress, or visit the OPM website at www.opm.gov.

NSPS will change the civilian personnel system and the administration of civilian personnel programs. It is DOD's goal that all civilian employees understand the new system. As NSPS is shaped and developed, Workbook will keep the workforce informed with articles on the system.

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Living and Working Overseas continued from page 2....



categorized by specific employment sources, for example, permanent and term appointments or temporary appointments.

Instead of simply opening the form when the link is activated, each listed form will now open an instructions page that contains the link to the actual form and provides additional guidance for completion. With a few exceptions, the forms are provided in a fillable format which allow the individual to open the form online, enter the pertinent information, and then print and sign the form for submission.

The webpage redesign will facilitate the identification of those forms applicable to a specific individual. Once the Civilian Personnel Advisory Center (CPAC) has identified the appropriate source category for the individual, they can direct employees to that specific category page on the website, where the employee can download and complete the necessary forms. It's a great new tool to help make the transition easier for new employees.

FOR MORE INFORMATION VISIT THE WEBSITE AT [HTTP://WWW.CHRMA.HQUSAREUR.ARMY.MIL](http://www.chrma.hqusareur.army.mil) AND THEN CLICK ON "LIVING/WORKING OVERSEAS."

• 2004 • ANNUAL INCENTIVE AWARDS

*Attend these awards and help
recognize exceptional
employees!*



General B.B. Bell

The 2004 Incentive Awards Ceremony will be held **July 19, 2004 at 13:30** at Patrick Henry Village Pavilion in Heidelberg. The Commanding

General invites all to attend this ceremony, which recognizes exceptional employees and Soldiers for their outstanding achievements. Each year, supervisors can nominate employees for one of 15 incentive award categories. The chain of command reviews the nominations and forwards the best in each category to the Incentive Awards Review Board. The board, comprised of senior USAREUR officers and civilians, selects the winners.

PLAN TO ATTEND THIS YEAR'S CEREMONY AND PAY TRIBUTE TO THOSE RECEIVING SPECIAL RECOGNITION!

Delegated Classification Authority Gives Commanders and Managers More Control



With DCA, managers can determine job title, pay plan, series, and grade (salary) for civilian employees

Effective 29 March 2004, the USAREUR Deputy Commanding General approved a new delegation of authority for managers, supervisors, and commanders.

"Delegated Classification Authority encourages commanders and their staff to increase their own knowledge of the classification system."

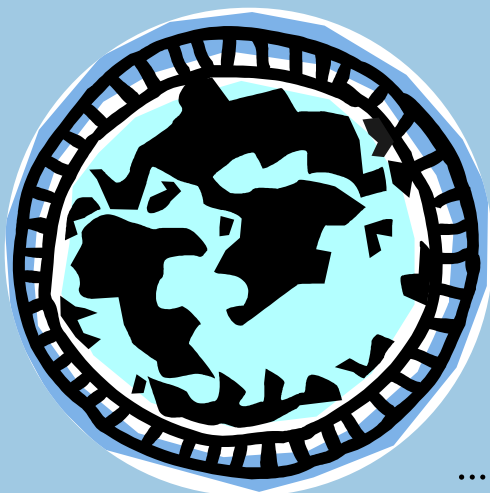
-Jeannie Davis, Assistant Deputy Chief of Staff G1, (Civilian Personnel)

Delegated Classification Authority, commonly known as DCA, allows commanders and others receiving the delegated authority the flexibility to determine the job title, pay plan, series, and grade (salary of civilian positions, for

position classifications at the GS-14 grade level and below. DCA provides commanders with maximum control over the positions within their organizations.

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A UNIQUE RESOURCE FOR EXCEPTIONAL TALENT: NSEP



LOOKING FOR JOB CANDIDATES WHO HAVE EXPERIENCE WITH FOREIGN CULTURES, ARE VERSED IN NATIONAL SECURITY ISSUES, AND POSSESS SPECIAL LANGUAGE SKILLS? THE NATIONAL SECURITY EDUCATION PROGRAM (NSEP) MAY PROVIDE THE RIGHT PERSON FOR THE JOB.

The NSEP provides scholarships and fellowships to U.S. undergraduate and graduate students to study abroad in areas critical to U.S. national security.

In return for these grants, students are required to seek employment in the Department of Defense or in other elements of the intelligence community of the federal government, or in higher education if no federal jobs are offered to them. The length of the service requirement is equivalent to the length of time the student studied abroad with NSEP support. These students can be hired through standard hiring procedures or via a special excepted appointing authority, noncompetitively, for a period of up to four years.

Federal managers and human resource professionals can access a secure Internet site, www.nsepnet.org, to review resumes, qualifications, and student availability for potential job

opportunities. NSEPNET provides employment information on all NSEP award recipients since 1996, including dates available for employment and resumes. All data and access is strictly secured and not available to third parties.

To obtain a password for NSEP resumes, hiring officials should visit www.nsepnet.org, under "Hiring Officials." Click on "Request Access," fill in the form, and permission should be granted within one business day. With online access to resumes, federal agency officials can quickly review the qualifications of candidates, and identify individuals who possess the unique scholastic backgrounds and life experiences needed to fill a variety of roles. Each NSEP scholar or fellow entered in the NSEPNET resume bank:

- is a U.S. citizen
- is actively seeking employment

- is available for employment immediately or within 12 months
- is a prospect for full-time employment or an internship
- has documented foreign language capabilities
- has studied extensively in and about world regions less-commonly visited
- has studied in a field or discipline determined to be important to U.S. national security and may be hired under a blanket-excepted appointment hiring authority, CFR Title 5, Volume 1, 213.3102(r) or, the "r" authority.

Information on more than 1000 NSEP award recipients is available on the NSEP website. This pool of talent is growing at about 250 people a year. The regions of emphasis for NSEP participants are:

New Recruitment & Retention Incentives

- Student Loan Repayment
- Payment for Professional Credentials

USAREUR managers, supervisors, and commanders may now offer prospective or current civilian employees serving in Europe two new incentives: student loan repayment and payment for the attainment of professional credentials.

Previously only commanders could approve the repayment of student loans, but the new policy empowers delegated managers and supervisors to approve repayment.

-6- According to Jeannie Davis, Assistant Deputy Chief of Staff, G1 (Civilian Personnel), this is an important step forward for USAREUR. "The average college undergraduate often has more than \$10,000 in student loan debt. Payment of these loans is an important incentive for attracting and keeping quality federal employees," said Davis. The maximum amount payable per employee and per calendar year is \$10,000 with a grand total of \$60,000 per employee.

The second new incentive available is the ability to approve payment for professional credentials, including certifications, licenses, and examinations, when such payment benefits the command or organization, enhances the job performance of employees, and supports the Army mission and goals.

This is the first time this incentive is available to civilian employees. "This is an attractive incentive for current employees and other individuals who may be

thinking of joining the Federal workforce," said Ms. Davis. "We are pleased to be able to offer managers this tool for recruiting and keeping top quality employees."

Examples of professional credentials covered under the new authority include payment for medical licenses, nursing certifications, teaching certifications, bar exams and study courses, childcare licenses and certification, and more. However, the regulation does not authorize payment for academic degrees or fees for membership in professional societies or organizations.

The payment of expenses associated with licensing and certification, such as travel and per diem costs to take a required exam for certification, may be authorized only when deemed critical to mission accomplishment and required for the employee's position by local, State, or Federal authority.

Managers, supervisors, and commanders should visit the civilian personnel website at www.chrma.hqusareur.army.mil under "Management Tools" to learn about the procedures for offering these incentives to potential or current employees.



Paysetting Policy Changes

USAREUR Civilian Personnel has made a number of updates to the Paysetting Policy, AE Regulation 690-530, which was published 1 April 2004.

The most significant is a pay-setting change for Appropriated Fund employees voluntarily seeking a different position. The new regulation states that when pay falls between two steps, pay will be set at the higher step. Previously, it would have been set at the lower step.

USAREUR also instituted an important delegation to commanders and organizational heads. For superior qualification appointments, hiring officials no longer need Civilian Personnel Directorate approval to authorize a higher pay rate.

Another principal change deals with special salary rates. The new regulation states that any employee who previously received a special salary rate, and transfers to another DOD non-special salary rate position, is entitled to have pay set based on the special salary rate, which is the highest pay rate.

To view the changes to the policy, go to www.chrma.hqusareur.army.mil/policy/docs/690_530.pdf.

A summary of the major changes is listed below:

• **PARAGRAPH 7A. NEW APPOINTMENT/SUPERIOR QUALIFICATIONS APPOINTMENT**

No longer requires HQ USAREUR, Civilian Personnel

Division approval to authorize higher rate based on superior qualifications of the candidate. Approval authority delegated to commander or organizational head.



§ PARAGRAPH 7B. HIGHEST PREVIOUS RATE (HPR) BASED ON SPECIAL SALARY

Rates Change from previous USAREUR Pay Policy, dated 24 Aug 95. An employee may receive HPR for special salary rate when transferred to another DOD position. Previous policy only allowed transfer within Department of the Army.

§ PARAGRAPH 7E(1). CHANGES INITIATED BY THE EMPLOYEE

When pay falls between 2 steps, pay will be set at the higher step.

§ PARAGRAPH 7F(2). NONAPPROPRIATED FUND (NAF) EMPLOYEE MOVING TO AN APF GS POSITION

When pay falls between 2 steps, pay will be set at the lower step.

§ PARAGRAPH 8. SUPERVISORY DIFFERENTIAL

No longer requires approval documentation to be furnished to the CPOC with the Request for Personnel Action. Approving Officials are responsible for ensuring the basis for awarding, adjusting, terminating any differential is documented. Such documentation shall contain sufficient information to allow reconstruction of the action, including the basis for determining the amount of the differential and the comparison of continuing pay required by 5 CFR 575.405.

Supervisors May Hire Retired Civilian Employees Without A Reduction in Annuity

Effective immediately, the Secretary of the Army has delegated supervisors and managers the authority to hire retired civilian employees as "reemployed annuitants" at grade GS-15 and below, without a reduction in their annuity. The positions may be filled on a time limited or indefinite basis. The Secretary of the Army holds the delegation for positions above the GS-15 level (executive level positions). This authority will not be further delegated.

The new DOD Annuitant policy applies only to Appropriated Fund positions. Previous versions of the draft policy had stated that it would apply to both Non-appropriated and Appropriated Fund positions.

All hiring of annuitants must be made in accordance with the new DOD annuitant policy. The new policy provides authority to reemploy an annuitant will full salary and contains specific restrictions. Prior to using the authority, managers must be aware of the new criteria and the required documentation. Specific guidance and instructions can be obtained from the servicing CPAC.

The hiring of a reemployed annuitant must fall under one of the following criteria:

- a. Must be in a hard-to-fill position
- b. Must have unique or specialized skills, or unusual qualifications
- c. Must be hired for not more than one-year fulltime or two years part time to mentor other employees or to provide continuity. Extensions beyond 2,087 are not authorized.

The appointment of an employee within the same organization into the same (or substantially similar) job as the position from which the employee retired requires certification, in writing, from the next level supervisor, that the annuitant employee meets one of the above criteria.

If the time between retirement and reemployment is brief (less than 90 days), the certification must also indicate that retention options (e.g., retention allowance, flexible work schedule, telework) were considered and offered before the employee retired. Required certification will be submitted with the RPA.

RPAs without proper documentation for reemployment of annuitants will be returned to the organization.

PROCEDURES FOR REEMPLOYING AN ANNUITANT

To submit a Request for Personnel Action (RPA) to reemploy an annuitant, the GateKeeper Checklist must identify the name request. The remarks section of the RPA will identify which required criteria is met, i.e., hard to fill; unique or specialized skills or qualifications; or to mentor less experienced employees and/or provide continuity during critical organizational transitions

If management wants to consider annuitants in the Area of Consideration (AOC) for a recruit/fill RPA, the Gatekeeper checklist must identify the recruitment source as reemployed annuitant. If an annuitant is selected from a referral list, the manager must document the certification criteria on the referral list before returning to the CPAC for the job offer.

Upon completion of the coding of the action, the CPOC is required to notify OPM of the appointment of a reemployed annuitant.

For more information on reemploying annuitants, visit the civilian personnel website at www.chrma.hqusareur.army.mil under "What's New."

Previously in USAREUR, General Officer and ASG commanders were the only individuals outside the Civilian Human Resources community with the authority to classify civilian positions. With the lifting of restrictions, commanders may further delegate their classification authority to managers, supervisors, and other commanders at their discretion. Commanders may choose to classify positions within their organization or have classification remain with the Civilian Personnel Operations Center. A training session is a prerequisite to receiving and exercising classification authority. Individuals should contact their servicing Civilian Personnel Advisory Center for information on training.

Jeannie Davis, Assistant Deputy Chief of Staff G1, (Civilian Personnel), praises the change to the system. "Delegated Classification Authority encourages commanders and their staff to increase their own knowledge of the classification system. The CPAC and/or the CPOC staffs stand ready to provide advice and assistance in interpreting policies, guidelines, decisions, and directives," she said.

For more information on the expanded delegation, visit www.chrma.hqusareur.army.mil under "Management Tools" or call the local Civilian Personnel Advisory Center. Phone numbers are located at the civilian personnel website under "CPAC Homepages."

NSEP continued from page 5...

- Africa
- Eastern Europe
- Latin America
- Middle East
- New independent states and Russia
- South Asia
- Southeast Asia

Officials should bear in mind before hiring a candidate that NSEP legislation stipulates a position should be related to the area, language, or field of study funded by the program. The Federal department or agency may appoint a NSEP participant in one of two ways:

1. If the NSEP participant is currently a student, the department or agency may appoint him/her under the Student Education Employment Program appointment. Please see Title 5, Code of Federal Regulations, section 213.3202(a) and (b) for eligibility requirements and other information.

2. If the NSEP participant is no longer a student, the department or agency may appoint him/her under the "fellowship and related programs" authority in the excepted service, Title 5, Code of Federal Regulations, section 213.3102(r). Appointments made using the "r" authority are not permanent and are made for periods of time that may not exceed 4 years.

Note: Departments and agencies do not need to have a NSEP fellowship program established in order to use

the "r" authority. The NSEP is a Federal-wide program that meets the criteria established for appointments under the "r" authority. If the Federal department or agency does not follow Title 5 hiring rules (such as congressional and State offices), there are other options for these agencies to hire NSEP participants. These agencies must contact their Civilian Personnel Advisory Centers for specific information.

Dr. Louis Solomon, a NSEP administrator, recommends use of the special hiring authority for several reasons: (1) it is very fast, (2) it is non-competitive, and (3) it gives both the individual and the office time to work together without long-term commitments.

To submit a RPA to noncompetitively hire a NSEP participant, managers should simply submit a Fill/Recruit action, identifying the candidate to be appointed, and in the notes section, include the statement, "This candidate meets the NSEP requirement for appointment under CFR 213.3102(r)," or indicate this in the Gatekeeper checklist comments section. Managers should also indicate the length of the appointment (maximum four years).

NSEP provides the federal government with premier professionals who have expressed an interest in working for the U.S. and DOD encourages hiring officials to use NSEPnet as a recruiting resource.



HELP KEEP THE PEACE

consider civilian employment downrange

The US Army Europe has job opportunities for civilians in fields such as Safety, Information Technology, Supply, Education, Security, Force Protection, and more. These are remote field positions, located in the Balkans, and the Army offers a generous compensation package that may include a relocation bonus, danger pay, or foreign post differential.



visit the human resources website at
<http://www.chrma.hqusareur.army.mil>
to find out more information
or call DSN 370-6986
or civilian 06221-57-6986

Filing for Danger Pay:

Employees May Now File While Downrange



Effective 4 April 2004, the Army authorizes employees who are serving in approved danger pay or post differential locations to submit the SF-1190, Foreign Allowances Application, Grant and Reports, for reimbursement while still at the danger pay or post differential location. Previously,

employees could only file for reimbursement after returning from detail assignments or temporary duty travel.

The Secretary of State establishes danger pay when civil insurrection, civil war, terrorism, or wartime conditions threaten physical harm or imminent danger to the health or well being of a majority of employees officially stationed or detailed at a post in a foreign area. Post differential is granted to employees at posts when conditions at that post involve particularly difficult living conditions, excessive physical hardship, or notably unhealthy conditions.

The Civilian Personnel Operations Center, U.S. Army, Europe, is currently developing procedures for filing for these allowances, and will issue guidance soon.

For a listing of what locations qualify for danger pay or post differential, visit www.chrma.hqusareur.army.mil under "Contingency Guidance."



Emergency Travel at Government Expense for Eligible U.S. Civilian Employees

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DOD recently changed the Joint Travel Regulation, effective 19 May 2004, to allow for the payment of emergency travel to and from the U.S. (and other authorized areas) for eligible Federal employees.

To be eligible, employees must:

- be a U.S. citizen
- be assigned to a foreign area.
- be serving under a civilian transportation agreement authorizing return travel to the employee's residence in the U.S.

This regulation, known as Family Visitation Travel (FVT), is

authorized in circumstances involving:

- a. a serious illness or injury of an immediate family member,
- b. death of an immediate family member, and
- c. special family circumstances.

The employee's command may pay for commercial travel to and from the airport, tickets, taxes, and transportation between airports. However, there is no uniform condition for which FVT is mandatory or automatically granted. The cost for FVT is charged as an operating expense of the employing

organization and all FVT expenses are the responsibility of the employee's command. This allowance is not an entitlement, but rather a discretionary allowance.

The employee's organization is responsible for providing the travel authorization (orders) using DD form 1610, Request and Authorization for TDY Travel of DOD Personnel.

For complete information and requirements on the new allowance, visit <http://141.116.74.201/regchgs.htm> under "JTR Immediate